

PURCHASING USER MANUAL	1
SETTING UP AGENCY RULES	1
INTRODUCTION	1
TO SET UP AGENCY RULES	1
AUTO AUTHORIZE REQUISITIONS	1
PO ASSIGNER REQUIRED.....	2
PO APPROVER REQUIRED	2
RECEIVER CAN SEE ITEM PRICES	2
EMAIL NOTIFICATION.....	3
RESTRICT REQ APPROVER	3
RESTRICT APPROVAL BY REQ DEPARTMENT	3
ENCUMBER PCARD PURCHASES	3
DELEGATED AMOUNT.....	3
PO PCT VARIANCE	3

PURCHASING USER MANUAL

SETTING UP AGENCY RULES

INTRODUCTION

Several of the application's processes can be automated or enabled to suit your agency's business rules. You can set these up and then modify them as needed. Note that **PO Assigner** and **PO Approver** depend on other settings on the **User Maint** or **Department** screens.

TO SET UP AGENCY RULES

1. Click the **Agency** tab.
2. Check or uncheck the options as needed. See the examples below.
3. When finished, click **Update**.

Figure 1 - Agency rules menu

The screenshot shows the 'Agency' tab selected in a menu with 'User Maint', 'Address', and 'PO Notes'. Below the tabs are several checkboxes arranged in two columns: 'Auto Authorize Requisitions', 'PO Assigner Required', 'PO Approver Required', 'Receivers can see Item Prices', 'Email Notification', 'Restrict Req Approver', 'Restrict Approval by Req Department', and 'Encumber PCard Purchases'. To the right, there are input fields for 'Delegated Amount \$' (set to 5000.00) and 'PO Pct Variance' (set to 0). An 'Update' button is located at the bottom right.

AUTO AUTHORIZE REQUISITIONS

Check this to automatically authorize requisitions before the fiscal coding is entered. Leave unchecked and requisitions will have to be authorized by a user designated as an **Authorizer** (see example below). NOTE: Even when unchecked, if an Authorizer creates a requisition and marks the 'Itemization Complete', the requisition will be 'automatically' authorized.

Figure 2 - Requisition Authorization

The screenshot shows a requisition for a 'Dell Vostro 1500 laptop'. The 'Status' is 'Awaiting Authorization', which is circled in red. Below the status, it says 'Requested by JANET GARRETT (02/29/2008)' and 'Edited by JANET GARRETT (02/29/2008)'. There are 'Add Item' and 'Authorize' buttons, with the 'Authorize' button also circled in red. The total amount is '\$1,150.00'. At the bottom, there is a table with columns: Notes, Atch, Status, Item #, Description, Qty, and U/M*. The table contains one row with 'Awaiting Authorization', 'Dell Vostro 1500 laptop', and '1'.

PO ASSIGNER REQUIRED

Check this to require that purchase orders be assigned to specific purchasers (See example below). A user or users must be designated as an **Assigner** on the **User Maint** screen.

Figure 3 - Assign a requisition items to purchasers

Assignee	Notes	Atch	Req #	Item #	Description	Qty	U/M	Price	Freight	Sub Total
<input type="checkbox"/> All <input type="checkbox"/> None <input type="checkbox"/> Unassigned										
<input type="checkbox"/> MARY EVERILL	Menu		DSA07003	xy7823-aa	Business cards	1	Box	\$15.00	\$0.00	\$15.00
<input type="checkbox"/> SUANNE KORA	Menu		DSA07003	xy7823-aa	Business cards	1	Box	\$15.00	\$0.00	\$15.00
<input type="checkbox"/>	Menu		DSA08002	6	spoons	4	Box	\$25.00	\$100.00	\$200.00

PO APPROVER REQUIRED

Check this to require that a purchase order be approved before the order can be placed with the vendor (see example below). A user or users must be designated as a **PO Approver** on the **User Maint** screen.

Figure 4 - Purchase Order approval required

Department: R&D: Research and Developer PO #: PO901

Vendor #: 382349724 - 00 BENCHMARK

Required Delivery: [] Not Invoiced: [] Vendor Notes: [] PO Atch: []

Status: **Ready for Approval**

Total: \$175.00 PO Created: JAM TER (04/24/2008) PO Edited: JAMES CARTER (04/24/2008)

Buttons: New PO, Save, Print Preview, Approve, Delete PO

Sel	Req #	Need By	Notes	Atch	Status	Item #	Description	Qty	U/M	Price	Sub Total
<input checked="" type="checkbox"/>	Menu 000123	04/25/2008			Assigned to PO		LED Lamps	5	Each	19.00	95.00
<input checked="" type="checkbox"/>	Menu 000123	04/25/2008			Assigned to PO		Headlamps	4	Each	20.00	80.00

RECEIVER CAN SEE ITEM PRICES

Check this to allow receiving personnel to see purchase order items prices on the **Receiving** screen of the application (see example below).

Figure 5 - Receiving can see prices

PO #: E08-007 PO Status: Items missing

Vendor: bodily rv

Buttons: Receive, Print Prev

Rcv	Item #	Description	Qty	Unit	Price	Item Status
Select Preview	<input type="checkbox"/>	2008 boat - cap	1	Each	\$26,000.00	Received
Select Preview	<input type="checkbox"/>	Motor - cap	1	Each	\$850.00	Received
Select Preview	<input type="checkbox"/>	2008 boat - cap	10	Each	\$26,000.00	Items Broken
Select Preview	<input type="checkbox"/>	Motor - cap	10	Each	\$850.00	Items Broken

EMAIL NOTIFICATION

Check this for e-mail notifications to be sent when a requisition is unapproved or rejected by a requisition Approver or a Purchaser, or when purchase order items are received. The e-mails will be routed automatically to the person who made the Requisition. E-mails will be sent from SASAdmin@sco.idaho.gov.

RESTRICT REQ APPROVER

Check this to restrict a user from approving their requisition (See example below).

Figure 6 - Restricted approver

The screenshot shows the 'Requisition Approval' screen. At the top, there are tabs for 'Status', 'Requisition', 'Approval', and 'Report'. Below the tabs are search filters: 'Req #', 'Tracking #', 'Status' (set to 'Awaiting Line Approval'), 'Request Date Range', 'Request Type' (set to 'All Requisitions'), 'Request Date' (with 'to' and 'from' fields), 'Requester' (set to 'All Requesters'), and 'Departments' (set to '~All Departments~'). There are 'Find' and 'Reset' buttons. Below the filters is a table of requisitions. A red callout box points to the 'Approval' column for requisition 284, stating 'Cannot approve this requisition'.

Trk #	Req #	Requester	Req'd Date	Description	Approval	
Approve	262	DSAO8020	SUANNE KORA	04/04/2008	CREATE AND RECEIVE	Approval
Approve	268	DSAO8022	SUANNE KORA	04/07/2008	NEW TEST PROCESS 6	Awaiting Line Approval
Approve	284	DSAO8027	PAMELA MENJIVAR	04/16/2008	Supplies for Testing	Awaiting Line Approval
Approve	296	DSAO8030	JAMES CARTER	04/17/2008	Wood Products	Awaiting Line Approval

RESTRICT APPROVAL BY REQ DEPARTMENT

Check this so that requisition approvers can approve only those requisitions assigned to their department(s). (See example above.)

ENCUMBER PCARD PURCHASES

Check this so that P-Card purchases will be sent to STARS even if the purchaser checks the **Not Invoiced** check box on the **PO** screen.

DELEGATED AMOUNT

The delegated purchasing authority granted to your agency by the Division of Purchasing. Requisitions and purchase orders that exceed this amount can still be entered in the application, but you must contact the Division of Purchasing regarding such purchases.

PO PCT VARIANCE

The **PO Pct Variance** is a whole number which represents a percentage, e.g., "10" = "10%". Any purchase order line item amount may not vary from the requisition line item amount by greater than this percentage. Enter a zero if you do not use the **PO Pct Variance**.

For example, if the requisition line item is \$100 and the **PO Pct Variance** is 10%, then the purchase order line item amount cannot be greater than \$110 or less than \$90. (This does not include freight charges. If there are freight charges, they also may not vary more than the **PO Pct Variance**.)

If a purchaser changes the line item so that the amount exceeds the **PO Pct Variance**, a message will be displayed explaining the restriction.

Figure 7 - PO Pct Variance warning

